

STAFF EVALUATION PLAN-ASSURANCE FORM (DOE-SEP)
Accreditation Year Only

Title 511 IAC 10-6-1 states that as a condition of accreditation, corporations or schools “must develop and implement a staff performance evaluation plan to evaluate the performance of each employee whose position requires a license issued by the state board of education.”

Sec. 2(a)“The department of education shall approve a staff performance evaluation plan that provides for the following:

- (1) Improvement of the performance of each individual evaluated.
- (2) Growth and development of each individual evaluated.
- (3) An annual assessment of the effectiveness of the plan.
- (4) An evaluation of non-permanent and semi-permanent teachers:
 - a. on or before December 31 each year; and
 - b. if requested by the teacher, an additional evaluation on or before March 1 of the following year.

(b) A staff performance evaluation plan may provide a basis for employment decisions.

(c) A staff performance evaluation plan may not use ISTEP+ scores as a basis for an employee’s evaluation.”

I hereby assure that the Staff Performance Evaluation Plan of the corporation or school complies with Title 511 IAC 10-6-2 of the State Board of Education rules.

School Year:_____

School/Corporation Name:_____

School/Corporation Number:_____

Superintendent’s Original Signature:_____

Printed Name: _____

E-Mail Contact: _____

Date:_____

This form must be submitted **with a copy of the staff evaluation plan by September 1st of the accreditation year.**

Mail: Division of School Accreditation, Assistance, and Awards
Room 229, State House
Indianapolis, IN 46204-2798

Please contact us with questions at (317) 232-9060 or (800) 894-4044.